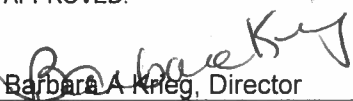


<p align="center">STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT POLICIES AND PROCEDURES</p>	POLICY NO. 201.002 ECCD/Class	NO. of PAGES 5
	EFF. DATE 08/11/03	REV.NO./Date Rev. No. 2 06/03/14
TITLE: HIRING RATES – RECRUITMENT AND APPOINTMENT ABOVE THE MINIMUM PAY RATE FOR CIVIL SERVICE POSITIONS	APPROVED:  Barbara A. Kreg, Director	

I. POLICY

All appointments shall be made at the minimum rate of the appropriate salary range, unless otherwise authorized.

The director may authorize recruitments and appointments above the minimum rate of pay within the appropriate salary range when, based on previous recruitment history and difficulty in filling similar positions, it is determined to be impracticable to do so at the minimum step.

II. RATIONALE

To establish a consistent hiring rate for appointments and provide an alternate method when recruitment at the minimum is impracticable.

III. SCOPE

This procedure shall apply to State civil service positions in the executive branch, excluding positions that are exempt from the civil service classification system.

IV. GENERAL PROVISIONS

Compensation adjustments for movements of existing employees are promulgated in negotiated contracts, executive orders, rules, or policies and procedures (for movements between bargaining units). It is the intent of this policy to comply with the compensation adjustment language in the applicable document when determining the pay adjustment for an existing employee.

However, if a situation arises that requires the appointing authority to request an alternate adjustment; the appointing authority shall prepare a written justification to the director of HRD to explain the need to override the existing policy with the recommended adjustment and rate.

**HIRING RATES – RECRUITMENT AND APPOINTMENT ABOVE THE MINIMUM PAY
RATE FOR CIVIL SERVICE POSITIONS**

POLICY NO. 201.002 (Eff. 08/11/03; rev. 06/03/14)

V. PROCEDURES – RECRUITMENT ABOVE THE MINIMUM STEP (“RAM”)

A. DEPARTMENTAL PERSONNEL OFFICE

The departmental personnel office, on behalf of the appointing authority, shall be responsible to:

1. Evaluate and determine the need to conduct open-competitive recruitments above the minimum rate of pay;
2. If warranted, submit a written request to HRD to approve and conduct an open-competitive recruitment that is above the minimum rate of pay. The request shall include the following information:
 - a. Class title, position number, and geographical location;
 - b. Recommended pay range and step above the minimum (Note: In the case of a position in the Excluded Managerial Compensation Plan (“EMCP”), the department must recommend a proposed range that is within the existing pay grade);
 - c. Historical or other information which establishes a difficulty in recruitment and/or retention of qualified applicants such as:
 - i. Vacancy data, including the number of current and anticipated vacancies, number of vacancies on active recruitment, duration, rate, and vacancy experience with other positions in the class;
 - ii. Recruitment data, including recruitments efforts that were made within and outside of State government, recruitment results, methods used, contacts made (e.g., number of graduates from professional schools), number of qualified and unqualified applicants, and number of acceptances received in proportion to job offers;
 - iii. Turnover data, including a comparison of current and previous voluntary quit rates and reasons for leaving; and

**HIRING RATES – RECRUITMENT AND APPOINTMENT ABOVE THE MINIMUM PAY
RATE FOR CIVIL SERVICE POSITIONS**

POLICY NO. 201.002 (Eff. 08/11/03; rev. 06/03/14)

- iv. Other pertinent data, including unusual working conditions, unique elements of the job, special license requirements, number of licensed workers, or number of institutions that employ such licensed workers.
- d. Any other information that supports the recommended pay rates such as:
 - i. Results of previous recruitment efforts that were conducted at lower or higher pay rates and/or recommended rates that are being utilized within and outside of State government.
 - ii. Pay rates at which the agency last employed an applicant for the class of work;
 - iii. Pay rates at which other incumbents and previous incumbents were hired; and
 - iv. Prevailing rates in the private sector for comparable jobs.
- e. Information which indicates that other means were considered to resolve recruitment or retention problems and why such methods are not feasible, e.g., efforts made to improve the working conditions, restructuring of jobs, and training and placing employees with lesser skills to meet the needs;
- f. Data relating to employees in the same, higher, and lower level positions in the same series or comparable classes of work, i.e., same labor market. Identify position numbers or names, job titles, salary rate, step, and amount received by supervisors and employees in the same, or where appropriate, comparable field of work;
- g. Agency's judgment on the impact of the increased cost to the agency, including the effects on the morale of employees in other positions; and
- h. Any other pertinent data.

**HIRING RATES – RECRUITMENT AND APPOINTMENT ABOVE THE MINIMUM PAY
RATE FOR CIVIL SERVICE POSITIONS**

POLICY NO. 201.002 (Eff. 08/11/03; rev. 06/03/14)

3. Submit to HRD, a completed HRD Form 305(R), *Requisition for Certificate of Eligibles*.

B. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

HRD shall be responsible to:

1. Evaluate all data that is submitted by the appointing authority and any relevant data that is available within HRD;
2. Determine whether recruitment above the minimum should be authorized and if so, the pay range at which it should be conducted;
3. Inform the appointing authority of the approval or disapproval to recruit above the minimum step;
4. Where a recruitment above the minimum is authorized, conduct the recruitment and certify a list of eligibles in accordance with applicable policies and procedures; and
5. Return without action, any request to the appointing authority that does not conform with the requirements of *Recruitment Above the Minimum Step, Procedures, Departmental Personnel Office*, above.

**VI. PROCEDURES – APPOINTMENT/HIRING ABOVE THE MINIMUM STEP
("HAM")**

Effective September 14, 2011, HRD delegated to the departments the authority to Hire Above The Minimum Pay Rate, subject to the terms and conditions referenced in this policy.

A. DEPARTMENTAL PERSONNEL OFFICE

The departmental personnel office shall be responsible to:

1. Ensure that the recommended pay rate:
 - a. Relates to the position and is commensurate with the selectee's training and experience, including consideration of the benefits that the State will receive by paying the selectee at the higher rate and the

**HIRING RATES – RECRUITMENT AND APPOINTMENT ABOVE THE MINIMUM PAY
RATE FOR CIVIL SERVICE POSITIONS**

POLICY NO. 201.002 (Eff. 08/11/03; rev. 06/03/14)

services the selectee will provide the State that other eligibles will not;

- b. Ensure a fair rate of pay by consideration of the rates of pay being paid to incumbents in the same class series or in comparable classes of work, i.e., same labor market; and
 - c. The salary is within the approved RAM salary range.
2. Submit to HRD, a copy of the completed approved HRD Form 395A (rev. 9/11), *Request for Approval of Appointment Above the Minimum Pay Rate* (or, for Information Technology Specialist positions hired under the HAM pilot project, a copy of the HRD Form 395B);
 3. Return the report of action on the original certificate of eligibles to HRD;
 4. Prepare and submit an *Employee Personnel Action Report* ("EPAR"), formerly Form 5, which shall include the specific approval granted, i.e., HRD Form 395A (rev. 9/11), *Appointment Above the Minimum Pay Rate*, and the date of approval; and
 5. Ensure that the earliest effective date of the appointment shall be after approval of the pay rate.

B. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

HRD shall be responsible for auditing hiring above the minimum actions as needed.

VII. AUTHORITIES AND REFERENCES

Section 76-22.5, Hawai'i Revised Statutes, *Recruitment*

VIII. ATTACHMENTS

Request for Approval of Appointment Above the Minimum Pay Rate, HRD Form 395A (delegated) Rev. 9/11

Hire Above the Minimum Pay Rate Information Technology Specialist Pilot Project, HRD Form 395B (delegated) Rev. 9/11